Staffing Report Summary Instructions
August 2003

PURPOSE

The Staffing Report Summary is to provide NETL management with data relative to the number of contractor FTEs (full time equivalents) charged to each funding source within a contract. NETL uses this information in budgeting and planning exercises. Also many information requests are received from Headquarters dealing with the location of contractor employees. This report may be set-up so that the detail from the Invoice/Staffing Report will be automatically entered requiring little manual input.

INSTRUCTIONS

Item 1. Enter participant's name and address.

Item 2. Enter the contract number.

Item 3. Enter the name of and address of the organization for whom the services have been provided and is responsible for the payment of the invoice, as designated section G of the subject contract.

Item 4. Enter the inclusive start and completion dates for the reporting period.

Item 5. Enter acronym of the contract title.

Item 6. FTEs charged to B&Rs key to the NETL Intuitional Budget will be tracked separately. These B&R numbers will be predetermined on the format given to the contractor. If changes occur the contractor will be notified by E-mail with a new format. Enter the number of FTEs charged against the designated B&R.

Item 7. Enter FTEs charged to other intuitional B&Rs which are not key to the budget. A footnote at the bottom of the form will designate the B&Rs within this category.

Item 8. Enter the collective total of all FTEs charged to the remaining B&R s which are not reported in the Institutional Budget.

Item 9. Enter the total number of FTEs for each row.

Item 10. Enter the FTE labor by site. <u>Offsite</u> – any location not on one of the NETL sites as defined in "onsite" below.

<u>Onsite</u> – Federally-owned or leased property within the defined boundaries of the sites at Pittsburgh, PA; Morgantown, WV; Tulsa, OK; and Fairbanks, AL, including, in the case of Morgantown, the Research Ridge complex immediately adjacent to the boundary.

Item 11. Enter the total number of FTEs for each column.

Item 12. Enter the headcount of employees working at on and offsite locations as defined in item 6 above